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RULES

FOR THE

GOVERNMENT

OF THE

ATTENDANTS AND EMPLOYÉS

OF THE

VERMONT ASYLUM

FOR THE INSANE.

REVISED 1883.



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DUTIES OF CHIEF ATTENDANTS.

1. The chief attendants or supervisors, shall exercise a general oversight of all the wards, and act as the medium of communication between officers and attendants delivering to the latter any orders from the office, and transmitting for them any messages or requests.

2. They shall attend personally to the administration of the medicine prescribed by the medical officers for the patients; taking the same from the dispensary at such times as they may be directed, and returning the tray with the cups properly cleansed after each administration. This duty must never be delegated to an assistant, except by consent or direction of a medical officer.

3. It shall be their duty, under the direction of the physicians, to make transfers from one hall to another, and to provide for new patients when admitted, to see that they are properly bathed and cared for, and introduced to the attendants in whose charge they are placed; that their clothing is registered and marked, and duly delivered to the care of the attendants, and that any valuables, or articles not allowable, that may be in their possession, are brought to the office for safe keeping; and when patients are discharged, they shall carefully collect together the same, and see that everything is accounted for, and in good order.

4. They shall bestow special attention upon the sick and those who are excited and under restraint in any way, and see that the directions of the medical officers regarding them are faithfully carried out, and that everything is done for their comfort which the circumstances of the case will admit of; and in event of death they shall, with the assistance of attendants, make the necessary preparations for burial.

5. When required so to do, they shall be ready to wait upon visitors, and when new attendants report for service it shall be their especial duty to instruct them in the details of the work in which they have engaged, and report promptly to the Assistant Physician or Superintendent anything in violation of the rules.

6. They shall look especially after the clothing and bedding of the patients, and see that such as may need cleansing or repairing is sent, daily or at regular times, to the laundry or sewing-room, as the case may require, and the clothing of patients ordered to be transferred from one ward to another must always accompany the patient. That they may know that the bedding and clothing in use by the patients is suitable and sufficient, and that the patients are comfortably and properly lodged, dressed and undressed; they shall make a round of inspection at both the rising and retiring hour. They shall spend as much time as possible in the wards of their respective departments, and endeavor in all things to carry into successful operation the plans of the Superintendent, and to promote the comfort and welfare of the patients, as well as their cheerfulness and contentment.

7. They will at all times be ready to perform any special service that may be required by the medical officers or Matron.

DUTIES OF ATTENDANTS.

1. To the attendants will be assigned the immediate charge of the patients, and the care of the halls in which they are placed. They will likewise be held responsible for the clothing and other property of the patients, while in their charge.

2. In their intercourse with the patients they must treat them with uniform respect and civility, and endeavor to gain and retain their confidence. The proper reception of new patients is of first importance; pains must be taken to make new comers feel that they are welcome and among friends. The ordinary requirements of the place must be explained, and they be made acquainted with their fellow-inmates, and the general regulations governing all, so far as they may be in condition to comprehend such instruction. If timid and fearful, they must be assured; if irritable or excited, they must be soothed; if despondent or melancholy, they must be cheered; if feeble, pains must be taken to afford them comfort; all civil questions must be answered, and all reasonable requests promptly attended to. Nothing is of greater importance than evenness of temper and coolness under every provocation. It must

be remembered always that in insanity the feelings and temper of patients may become quite perverted, and they may do many things in a morbid state which they would recognize as wrong in a natural state, and that insane persons, as well as sane ones, are much easier led than driven; commands incite resistance; requests, if properly made, will, as a rule, be readily complied with.

3. Scrupulous fidelity is required in the performance of their duty, and in carrying out the directions of the medical officers, whether given directly or transmitted by the supervisor. Kindness and forbearance toward patients are especially enjoined, together with the most scrupulous attention to cleanliness of their apartments and surroundings. No place should be considered clean enough if it can be made cleaner, and no patient should be considered comfortable enough if he or she can be made more so.

4. In the management of excited or dangerous patients a single-handed struggle is always to be avoided; when restraint is to be applied or removed, two attendants must always be present, and also whenever it is necessary to enter the room of a patient who, for safety, is secluded. If a patient becomes suddenly excited or violent and cannot be reasoned with, and it becomes necessary that he should be restrained or placed in his room, the attendant must obtain sufficient assistance, and if force is requisite, it must be applied in the least objectionable manner possible, and never exceed what may be necessary for the enforcement of a reasonable requirement; but no patient may be thus restrained without instructions from a medical officer, unless the emergency is such as to admit of no delay of action, in which case the fact must be at once made known to the proper authorities, who will then direct the course to be pursued.

5. Patients in the act of injuring themselves or others, destroying clothing or bedding, denuding themselves, breaking windows or furniture may be thus restrained, but provoking, insulting, or threatening language, must be overlooked as far as possible, and not be responded to. No punishment, nor anything that can be construed as such, will, under any circumstances, be allowed. In no case will an attendant be excused for returning a blow, or laying violent hands on a patient, unless in the clearest self-defence, or to prevent his doing serious injury to himself or others.

6. Attendants must never leave their halls without permission, unless their duties require their temporary absence, and then never without notifying some other attendant, so that the necessary supervision of the ward may be exercised, and errands of a private or

personal nature are not included in this license for temporary absence. The attendants must be with their patients during the day, and not shut themselves in their rooms apart from them. Their presence is always essential to cheer the despondent, to curb the excited, and to maintain quiet and good order in the wards.

7. When the medical officers make their visits of inspection, the attendants are expected to be ready to report the condition of each patient, and attend upon the physicians during the time of their visits, to respond to their inquiries and to receive from them any suggestions or special directions, suspending, for the time being, the work in which they may be engaged. Their personal attendance is also equally required if the visit of the medical officer be unprofessional, or with company⁴. Neglect in the observance of this requirement can only be construed as evidence of wilful disrespect, or want of wholesome training, in either case unfitness for such position.

8. Patients must not be allowed to go from one ward to another without the permission of the Superintendent or Assistant Physician. The removal of a patient from one ward to another will never be made except by the order of a medical officer, and no permanent transfer will be made without the authority of the Superintendent, who is responsible for the proper classification of the inmates. Unless specially ordered by the physicians, every patient must take a warm bath once a week. For those of unclean habits there can be no rule but that of necessity, and vigilance in this respect is especially important. Unless ill or feeble, patients must not lie upon their beds during the day, as it tends to interfere with their rest at the proper hours for sleep.

9. a. System in the performance of the daily routine is particularly enjoined. The first duty of attendants is to rise promptly at the morning signal and make their own toilets before leaving their rooms, never returning to complete the same after unlocking the doors of the patients, as there are always those who need immediate and personal attention and assistance from them in dressing and preparing for the morning meal. Beds should be thrown open, and not be made up before breakfast, but be left to air with raised windows if the season of the year will permit, all slops and filthy bedding should be at once removed, and all work of immediate necessity in connection with the lodging rooms be performed, but, aside from the things just mentioned, the general work of putting the wards in order for the day should be left until after breakfast. It is most important that the first hour of the

day should be devoted to the personal care and oversight of the patients in respect to securing decent attention to matters of toilet and dress, and no one should ever be allowed to come to the breakfast table with face and hands unwashed or hair unkempt. The sick and those for any reason restrained to bed at night should receive early and careful attention.

b. After breakfast the rooms of the patients should be first put in order, then the halls and bath-rooms, and all should be ordinarily accomplished before the usual hour for the visit of the physicians, after which the out-door exercise of the patients should follow, according to the regulations prescribed by the medical officers.

c. At the dinner hour every attendant must be on duty, and those in charge of the dining rooms must be active in assisting those requiring help, and see that every one has a sufficiency and that decent proprieties are observed. Ample time must always be allowed for eating, and as each one leaves the table the attendant must see that neither a knife, fork or spoon is taken away. Those responsible for the serving of those who are unable or unfit to eat at the table, must see that their dishes, spoons, knives and forks, (if the latter are allowed) are all returned to the dining-room, where all must be counted after each meal. These are personal duties and must not be delegated to inmates who assist. Particular care must be taken that the special diet prescribed by the physicians in individual cases be faithfully served to those for whom it is designed, and that the meals of those confined to their rooms be promptly and punctually served. If patients refuse food, the fact must be reported to the Assistant Physician. No patients shall be allowed to assist in the work of the dining-rooms except by permission first obtained of the medical officers. The carving and distribution of food at the table is a personal duty of the attendants.

d. The afternoon exercise as a part of the daily routine must be carried out to the fullest practicable extent, under the direction of the physicians, and the duty next in importance to those mentioned and which will exact more or less time of each day, is the care of the store-rooms and clothing of the inmates; about this they cannot be too particular. That belonging to one individual must never be used by another, and if needing repairs it must be attended to promptly.

e. When the work specified is performed, the attendants are desired and expected to engage in the amusements and diversions

of the patients, and when thus occupied will be regarded as in the line of their duty. This is particularly enjoined in the evening. The hour of retiring, like that of rising, is an important one. It is necessary that pains be taken to secure individual comfort, and a little with each one may make all the difference between a good night and a sleepless one. In many cases specific directions will be given; but in all cases it is enjoined that the last word be not a hasty or irritating one on the part of the attendant, but one of kindness and assurance or hopefulness.

10. For everything pertaining to the care of the halls the attendants are directly responsible. Superfluous articles must not be allowed in the rooms of patients, or in the halls, and the trunks and effects of the patients must be kept in the store-rooms, unless allowed in their rooms by permission of the Superintendent. Regard must always be had by the attendants to the proper care and preservation of the furniture and fixtures of their halls, and any defect or damage occurring to the same must be reported at the office.

11. In all things the attendants will be expected to be the exemplars of the patients, and enforce all necessary requirements by example as well as precept. They are especially enjoined to bestow constant attention upon their patients to insure personal cleanliness and neatness and tidiness in dress. The hair must be kept properly cut and combed, and the beard shaven or trimmed. Neither hats nor heavy boots should ever be worn indoors by either patients or attendants. Great caution must at all times be exercised in regard to the use of the razor or other dangerous instruments, and no patient shall be allowed the use of such without permission, and then only in the presence of the attendant. The key of the hall must not be intrusted to any patient, and no proper duty of the attendant should ever be delegated to a patient. The attendant must never deliver a letter to any patient without permission, nor purchase of nor sell to a patient anything, nor receive gratuities from friends of the patients, or visitors, without the knowledge and consent of the officers.

12. Employment being regarded as an important aid to treatment, patients are encouraged to occupation in some useful way or in fancy work. They may assist in the care of their rooms or in the work of the halls, but must not be held to stricter responsibility or closer application than they are equal to; and the attendant must ever bear in mind their infirmities, and remember that many require constant personal care, and all judicious direction and over-

sight. Attendants should endeavor to study carefully the habits, dispositions and peculiarities of their patients, and accommodate themselves to them as far as they can consistently with the necessary requirements of the house; and, above all, endeavor to maintain a cheerful, orderly and home-like air in their respective wards.

13. The privileges of patients, as well as the precautions relative to them, will be determined by the medical officers on admission, as well as subsequently. While as a general rule irritable remarks and actions on the part of a patient are to be little heeded, a demoralizing habit of indulging in violent ranting, threatening, profanity, or obscenity, is to be checked; and if continued to the disturbance of the ward after proper effort on the part of the attendant to divert the patient from it, it is a matter to be reported at the office for direction of the physicians. In the endeavor to check the patient, however, the attendant must not be peremptory but judicious, and all arbitrary commands or retorts in kind must be refrained from.

14. They must expect a constant observation in the performance of their duties, and receive the suggestions of the officers with regard to any shortcomings, or for improvements, kindly and without offence. It must be remembered that the success of the institution depends upon the faithfulness of each in his particular sphere of action, and it should be the endeavor of each to act well his own part. They must be mindful of the consideration they owe to each other, and of the respect and deference due to those in authority, remembering that complete success can result only from harmony of action and unity of purpose, and that the interests of the institution must be paramount to individual interests.

15. Attendants must address patients always respectfully. The prefix Mr., Mrs. or Miss must not be forgotten. Attendants must not be forgetful or inattentive to the old and feeble; such may be patient and long-suffering and make but few demands, but will be always grateful for kindly attention, which is their due. Attendants must remember that it is little attentions that give most comfort to the sick, and so small a matter as turning a pillow, changing a little the position of a patient, or asking if there is anything he would like done, does more than words can tell for the invalid, who may be burdened with a sense of dependence.

16. It is expected that the wards will at all times be in suitable condition for inspection, and the condition of places usually out of sight, such as water-closets, bath-rooms, clothing-rooms, cupboards, etc., will be considered a test of the attendant's neatness; and hab-

itual neglect of such places will be regarded as evidence of unfitness for the service. Specially soiled clothing must be taken directly to the laundry by attendants, but the ordinary and regular washing must be put in bags provided for the purpose, and deposited in the shafts, or places of collection by the laundryman at regular times.

17. Attendants must never leave for their afternoon or evening outdoor privileges before the work consequent upon the dinner or supper is performed, which should exact at least an hour's time after their own dinner, or the general supper hour; and the Sunday privilege of attending church should never be anticipated nor extended an hour before or after the time of service.

18. The office attendant will have the care of the offices, dispensary, reception rooms, bath-room, and, in a general way, of the office story of the centre building, including hall and staircase below the second story. She will also respond to the door-bell, show visitors at the specified hours through such parts of the building as are usually open to them, and perform other services required by the medical officers or Matron, and will be entitled to the same privileges allowed those in care of wards.

DUTIES OF NIGHT ATTENDANTS.

1. They will visit the office at nine o'clock in the evening to receive orders for the night.
2. They shall be constantly awake, faithful and vigilant, and pass regularly through the wards of their respective departments each and every hour, for the purpose of observing all occurrences, and give heed to everything unusual.
3. In their walks they must avoid any unnecessary noise, never converse with any one in a loud tone, and open and shut all doors as quietly as possible. They shall give especial attention to new patients, and faithfully execute every order respecting the sick or suicidal. They must be kind, gentle and soothing in manner, and take every means in their power to tranquilize those who are excited, and allay the fears and apprehensions of the timid.
4. They must always attend to any reasonable want expressed by a patient. They must notice any unusual noise in a patient's

room, and ascertain its cause. They must be especially watchful with regard to fire, and if one occurs immediately arouse the nearest employes and the medical officers, but not give a general alarm unless directed to do so by the Superintendent, or, in his absence, by the officer in charge.

5. They shall remain on duty until the general rising hour in the morning. They shall, if requested to do so by the medical officers, make report in writing of the condition of those patients they have been required especially to care for, and also enter in a book provided for that purpose any unusual occurrences that may have transpired during the night, or any irregularities or neglect of duty on the part of others that they may have observed; and this record shall be left at the office when they go off duty each morning.

6. In addition to the duties thus specified in connection with the wards, a general watchfulness of the whole establishment is enjoined, and any routine of duty assigned outside the wards must be performed with the same scrupulous regularity and fidelity as within; and either, if required, shall take the place of a ward attendant during religious service on Sundays, or during evening entertainments.



DUTIES OF OVERSEER OF KITCHEN AND CHIEF COOK.



1. The overseer of the kitchen shall have charge of the kitchen stores, attend personally to issuing the daily supplies, and, with the chief cook and her assistants, be responsible for the preparation and distribution of the meals to the different halls and dining tables at the hours specified, and in accordance with the general diet table, subject to such variations only as circumstances may necessitate or the Superintendent may direct. The prescribed dishes must be prepared with scrupulous care, and delivered as directed by the medical officers or Matron.

2. It is enjoined upon the overseer of the kitchen to attend to the weighing of the articles bought, and to see that they are safely

and properly stored, and to report to the Steward any wants occurring in his department, in case of any staple articles; at least two weeks before the supply is likely to be exhausted.

3. He will be responsible for the maintenance of general good order in his department, and for propriety of conduct at the tables under his supervision. He will exclude from his department all strangers and all persons having no business or duty in connection with the same, and not allow it to become a place of resort for those employed in or about the institution. Constant vigilance must be exercised to safely keep and economically use supplies, and to guard against waste of articles cooked. The keys of the store-rooms entrusted to his care must never go out of his possession, unless by permission of the Superintendent.

4. It is enjoined upon the chief cook to see that all the cooking is done in a proper manner, subject to the general directions of the Superintendent and Matron. She shall be accountable for the condition and care of the cooking utensils, for the cleanliness of the store-rooms, pantries, etc., for the neatness and proper arrangement of the tables in the kitchen department, and for the good order of the kitchen generally. She will report to the Matron any wants occurring in her department, and look to her for any necessary instruction in her duties.

5. All assistants employed in the kitchen department shall be under the immediate direction of the overseer of the department, and under the special instruction of the chief cook in regard to the manner of doing their work.

DUTIES OF THE BAKER.

1. Under the general direction of the Superintendent and Matron the baker shall make whatever bread may be required, and shall likewise, in addition to the same, attend to the baking of whatever requires the use of the oven—as meats, beans, pies, cakes, etc.

2. He shall take charge of all flour, and other supplies furnished him, and be responsible for the safe keeping and economical use of the same. The keys of the store-rooms under his care must never go out of his possession except by permission of the Superintendent.

3. He shall have the immediate oversight and direction of the persons employed in his department, and shall be responsible for the neatness and good order of the bakery, bread-room, and the fixtures and utensils used therein. He shall report to the Steward wants occurring in his department at any time, giving at least two weeks' notice before the supply of flour is likely to be exhausted.

DUTIES OF OVERSEER OF THE LAUNDRY, AND LAUNDRESSES.

1. The overseer of the laundry shall have charge of the wash-room and washing machinery, and shall keep the same in good condition. He shall also have the care of the fires in his department, and the charge and direction of all male patients who may be employed in or about the laundry.

2. He shall be responsible for the maintenance of general good order in his department, excluding from the same all strangers, and all persons having no business or duty in connection therewith, and not allow it to become a place of resort for persons employed in or about the institution.

3. He shall collect the clothing and other articles to be washed from their places of deposit at the appointed times, and shall attend to the distribution of all clothing and other articles for the whole house, after they have been properly washed, ironed, and assorted.

4. Under the direction of the Superintendent and Matron the work of the laundry may be subdivided among those employed as laundresses; one, with the overseer of the laundry, having charge of the washing, and of the female patients who are allowed to work in that department; and one of the ironing room, and of the patients working therein. Assistant laundresses in either division of this department will share in the labor and responsibility of it, and in their work be directed by those in charge of the division, whose places in the temporary absence of either, they will be expected to fill, each of whom shall be held accountable for the part assigned her, and responsible for the proper oversight and care of such patients as may be allowed to work with her.

5. Great care must be exercised by all employed in this department, to insure the safety of all articles while in their care, and the return of the same uninjured and in proper condition. Patients employed in this department must have the constant oversight of those responsible for them; must be treated with consideration and not overworked; must not be allowed to leave the laundry while at work, and must be returned to their wards when their work is done, and at the regular hours for meals and rest.

DUTIES OF DRESSMAKER AND SEAMSTRESS.

1. The dressmaker shall have charge of the dressmaking room, and cut and make up, with the help of patients employed therein, all dresses required by the Matron, including strong ones for special cases, together with all those required to be entirely made over; but all mending and minor alterations shall be done by the attendants in their respective wards, for the patients under their charge, materials for the same being furnished by the Matron.

2. It is also enjoined upon her to safely keep and judiciously economize all supplies intrusted to her care, and to be patient, watchful and considerate of the patients who assist, and personally to go for them and return them to their wards, according to the regulations established in respect to working hours, etc.

3. The seamstress shall have charge of the general sewing room, and cut and make all bedding and table linen, toweling and miscellaneous articles required in house furnishing, and for restraining persons, and also keep in repair the same, together with the clothing of male patients, making of underwear, etc.

4. The same care of supplies, and of patients employed, is enjoined as specified in the duties of dressmaker. Both will be under the oversight and direction of the Matron in their work.

ENGINEER AND FIREMAN.

1. The engineer shall have charge of the boilers, engine, and all the machinery and apparatus for heating and ventilating the Asylum Buildings, and for supplying steam for any of the departments.

2. He shall also have oversight of the aqueducts, reservoirs, and distributing pipes, the gas pipes and fixtures, and the apparatus of the water-closets and bath-rooms. (except lead pipes, which require the services of a plumber.) and shall keep them in good order and repair.

3. He shall attend carefully to the heat and ventilation of the wards, maintaining as even temperature at the standard required by the medical officers, as possible, during the hours deemed necessary for use, which will vary at different seasons of the year.

4. He shall also furnish steam for the laundry and kitchen, according to the requirements of those departments, and attend to the distribution of water, cold and hot, in the building, according to the wants of the different parts.

5. He shall keep the boiler and engine room, the air chambers in the basement of the buildings, his work-shop and all parts of his department neat, and in good order, and all tools belonging to his department safely. He shall give particular attention to the condition and use of the boilers, and be responsible for the proper and economical use of fuel and all materials provided, and shall report to the Superintendent any defects or wants existing at any time.

6. He shall be constantly vigilant in the discharge of his duties, and not leave the Asylum without the knowledge and permission of the Superintendent, or, in his absence, of the Senior Assistant Physician.

7. The fireman shall attend specially to the fires, the working of the pump and engine, and the care of the same and rooms, and when not closely engaged in these duties, shall assist the engineer in any work pertaining to the extension, modification, or renewal of the apparatus which may be in hand, the two being responsible for the safe and ordinary operation and repair of the works. He shall not leave the Asylum without permission of the Superintendent, or in his absence the Senior Assistant Physician, nor his post of duty without the knowledge of the engineer, during the running hours.

8. The night engineer, when employed, shall enter duty at 6 o'clock in the evening and go off at the general rising hour in the morning; but never until succeeded by the engineer or fireman. He will maintain the fires and working of the heating apparatus at such a degree of pressure as may be deemed by the engineer sufficient, and will be responsible for the safety of the same during his hours of service, and not leave his post of duty unless to obtain assistance in an emergency.

9. The fire alarm shall not be sounded except on the occasion of fire upon the premises, or in the immediate neighborhood.

10. The signal for fire in the Asylum buildings shall be three short whistles, in succession, repeated after a short interval until help arrives.

For fire in the neighborhood a long continued whistle.

The signal is not to be sounded on any occasion until ordered by the Superintendent, or in his absence the Senior Medical Officer, unless the fire has broken out so as to be visible; as, if within the buildings, it may be controlled by officers and employes, and a general alarm to the inmates be avoided.

DUTIES OF OUTSIDE EMPLOYÉS.

1. The coachman shall have charge of the stable and of all horses, carriages and harnesses, used for purposes of pleasure, or light business, and keep them at all times in order for use.

2. He shall drive out with the patients at such times as he may be directed by the Superintendent, and under such instructions as he may from him receive.

3. He will, at all other times, hold himself in readiness to perform any service, in the way of business requiring the use of the horses or carriages under his charge.

4. All mechanics will be under the immediate direction of the Superintendent, and in performance of their duties will faithfully carry out his instructions. The house carpenter will be responsible for the proper care of the shop, and the safe keeping of all tools provided for his use, and will exercise extreme care in the use of the same in and about the building. He will not lend them to

either patients or employes, except by permission of the Superintendent, and will exclude from the shop all persons having no business or duty therein.

5. Persons employed in the garden and grounds will be under the supervision of the Superintendent, and will perform any service that may be required therein according to his direction.

6. Teamsters, and all laborers employed on the farm, will be under immediate direction of the Farmer, and will at all times be expected to perform whatever may be required by him in the way of heavy business or farm labor.

7. All persons employed in any special service will be under the immediate direction of the Superintendent and subject to the following rules.

GENERAL RULES.

All persons employed in or about the Institution, whether their duties are otherwise specially defined or not, will observe these rules:

1. Each person employed will confine himself to his own department of labor. Attendants must confine themselves to their wards, and persons otherwise employed must not visit the wards, except so far as may be necessary in taking out patients for employment as they may be directed, or by permission.

2. It must be understood by all persons employed, in whatever capacity that they are engaged and paid for their whole time, which therefore must be employed exclusively in the service of the Institution except when leave of absence or other indulgence may be allowed.

3. Persons employed, if dissatisfied after trial, may be released by giving two weeks notice; and if the Superintendent is dissatisfied, or deems them unfitted for such position, he may request them to seek other employment, giving the like period of time in which to make the change; and such closure of contract shall not be considered to imply any lack of principle or detriment to character, but simply a want of the peculiar qualifications attaching the place. Abuse of patients or open violation or neglect of duty, or disobedience, profanity, obscenity, and the use of intoxicating liquors, however, will justify immediate dismissal.

4. Uniform kindness and consideration toward patients is enjoined upon all employed in the service of the Institution. No patient shall be taken from the halls for any department of labor until permission so to do has been given by the Superintendent; and if any person so taken out shall be found unfit for such labor, or not sufficiently trustworthy, the fact must be reported to the Superintendent by the person having him in charge, and the patient be returned to the hall from whence he was taken. As the attendants are responsible for all in their halls unless taken out for employment by permission of the Superintendent, it is proper always that the person taking the patient shall not do so without the knowledge of the attendant; and that he should likewise be notified when the patient is returned. Every patient must be in charge of some responsible individual at all times, unless permitted by the Superintendent to go at large under certain limitations; and when taken from the halls by any person employed in the service of the Institution, that person is responsible for his safe keeping until returned to the halls, or entrusted by the officers to the care of another person.

5. Great care must be exercised by those having charge of patients while at work outside, either upon the farm or in the various domestic departments, to prevent their carrying into the halls superfluous articles, or such as might be used by themselves or others in an injurious manner; and no patient thus employed may be granted any permission to leave the Asylum premises, or be taken from the same by the person having him in charge at any time, without the special permission of the Superintendent. The labor of the patients, so far as it can be utilized, shall go to promote the welfare of the household, and be directed by the resident officers in legitimate channels. Neither officers nor employes shall employ the inmates for their own exclusive benefit.

6. The use of tobacco by the patients must not be allowed only as directed by the Superintendent. Smoking in-doors in any department of the Asylum is inadmissible for either patients or employes. It is regarded as a hurtful practice in itself, and as leading to great dangers from fire, both directly or indirectly, by the careless use of matches.

7. No male employe shall visit the wards of the female department, nor any female employe the wards of the male department except by special permission. Any work in the female department requiring the work of a male employe, must be reported to the supervisor, and will be provided for by direction of the officers.

When assistance is required in the management of difficult or intractable patients, the Assistant Physician of the department in which it occurs must be applied to, who will render the necessary aid, and direct the proper course to be pursued.

8. No person employed will invite visitors to stop in the house without first obtaining permission, and no one will leave the Asylum to go into the village or elsewhere without permission of the proper officers. No person except the officers or those designated by them for that duty, shall, at any time, show visitors through any part of the house occupied by patients except by special permission.

9. A quiet efficiency should be aimed at by employes in all departments, and all unnecessary noise, such as loud talking, whistling, boisterous laughter, and slamming of doors, should be guarded against. Improprieties of deportment, as wearing the hat through the wards, or in the public rooms and offices, are quickly observed by patients and visitors, and must be avoided.

10. All employes having patients in charge for work are expected to work with and assist them, and to avoid the appearance of merely overseeing them. No one will be allowed to take advantage of a patient's willingness to work, to impose drudgery or unpleasant labor upon him.

11. All persons employed will be expected to perform readily and cheerfully any duty that may be required by the medical officers, and to accommodate themselves temporarily to any service necessary, though out of the regular line of their routine of duty.

LABOR AND AMUSEMENT.

1. In the treatment of the insane, it is a recognized principle that labor and amusement hold a high rank among remedial measures. Hence it will be the aim of the officers to open, in various ways, opportunities for useful occupation, and to provide suitable diversion and entertainment.

2. The exercise, amusement and labor of the inmates will be under the direction of the medical officers, and while neither will be compulsory, all will be encouraged to the extent proper in each individual case; having in view the welfare of the patient as the primary and chief object.

USE OF LIBRARIES, MAGAZINES, &C.

1. The libraries will be in charge of the Assistant Physicians, and will be open for the use of the patients and employes of their respective departments, at stated times and under suitable regulations.

2. Attendants will be expected to exercise an oversight of the books entrusted to patients, so far as possible, prevent their being injured or lost, and see that they are duly returned.

3. No person will be allowed to take more than one book at a time, or to lend the same to any other person without permission from the librarians.

4. Newspapers, magazines and other current literature will be distributed through the wards for general use. Magazines, after being read, must be returned to the librarians for binding and preservation.

ATTENDANCE UPON RELIGIOUS SERVICE.

1. Sunday will be observed as a day of rest and quiet. The Asylum will not be open to visitors on this day. The hour for Chapel service will be 3 o'clock P. M. in the winter and 3:30 o'clock in the summer. All employes who can be spared from duty, and all patients sufficiently quiet in deportment, will, as a rule, be expected to attend.

HOURS FOR MEALS, AND FOR RISING AND RETIRING.

1. The rising hour will be 5 o'clock A. M. for the months of May, June, July, August and September; 5:30 A. M. for March, April, October and November; and 6 o'clock for December, January and February. The general retiring hour will be from 8 to 10 o'clock P. M.

2. The general breakfast hour will be one hour after the general rising hour ; the general dinner hour 12 o'clock ; the general supper hour from 5 to 6 o'clock, according to the season of the year. Variations from these hours will be made for farmers and other employes, as circumstances and the season may require. The steam whistle will be sounded at the rising hour and for meals.

LEAVE OF ABSENCE.

1. Attendants, and all persons employed, whose duties are equally confining, will be allowed two weeks vacation each year, which may be taken whole or at different times, as may be preferred or convenient. In addition to this, when practicable, attendants will be allowed one afternoon and one evening of each week, but these, if not taken regularly, do not accumulate as a claim for allowance at a future time, nor does the yearly vacation time, if not taken, hold, if the person leaves service with any such privilege in arrears. On Sundays attendants will alternate in attendance upon morning service in the village churches, and afternoon service in the Asylum chapel by the village preachers. Sunday evening outside privileges to attendants will be also allowed to the extent practicable and in rotation with each other. Permissions will be granted by the Assistant Physicians to the extent usually deemed allowable, but leave of absence beyond the next meal hour, if during the day, or later than the usual retiring hour, if in the evening, must be obtained of the Superintendent.

2. Leave of absence will be granted to supervisors, overseers of departments and those engaged in special service of whatever kind, by the Superintendent ; to the dressmaker, seamstress, laundresses, and all female employes in the domestic departments by the Matron ; subject to the same limitations as govern the attendants.

3. In the absence of the Superintendent, the senior Assistant Physician will grant all permissions usually referred to the former, and such as may occur out of the ordinary course.

